

**STATE OF ALABAMA PERSONNEL DEPARTMENT
TRAINING DIVISION**

Dear Participant:

We want to welcome you to State Personnel Department Training 2013! We look forward to seeing you on your scheduled training date. Since you have been registered by your agency Personnel Manager or Training Coordinator, we want to share with you a few tips for the training date.

1. Please bring a sweater or wrap because room temperatures may fluctuate.
2. Unfortunately, state law does not allow the State Personnel Department to furnish food during the training breaks. Vending machines, however, are located near the training room area in each training location. Please bring appropriate change for vending food and drinks.
3. Lunch is on your own and is approximately one hour. There is a cafeteria in the Folsom Administrative Building in Montgomery, Alabama where the State Personnel Department is located. Information regarding the availability of cafeterias and restaurants at other training locations will be available at the training site.
4. Registration starts 30 minutes prior to actual class time. Please arrive in plenty of time to sign-in, receive nametag, and find seating.
5. Please bring writing utensils (pens/pencils) and writing pad. Handouts and manuals will be provided.
6. **Participants must be present for the entire scheduled class time to receive certificate and credit for attendance. You cannot leave early or return late from lunch, arrive late due to other meetings, or depart early in the afternoon. Attendance of all class hours is mandatory for certification of class and verification of attendance within SPD records.**
7. Cell phones should be turned off or muted.
8. Let your training contact know if you are unable to attend class because substitutes are to be sent in your place. We may have waiting lists for the class in which you are registered. If notified in time, we may be able to fill your vacancy.

If you have any questions, please do not hesitate to contact us. We can be reached at (334) 242-3389 or by email at RegisterForTraining@personnel.alabama.gov. We look forward to seeing you at training.

DIRECTIONS AND PARKING

SPD TRAINING FACILITY MONTGOMERY CLASSES

**State Personnel Department
300 Folsom Administrative Building
64 North Union Street
Montgomery, Alabama**

The Folsom Administrative Building is located at the intersection of Union and Monroe Streets. (After passing the back of the Capitol on the left, the Folsom Administrative Building is the next building on the right). Participants may enter the building from any entrance, but must use the elevators in front foyer areas to the third floor. Upon arriving at the State Personnel Department, take a right at the reception desk. At the end of the hallway, a training representative will be available to assist you with check-in.

For the location of Montgomery training, free parking is available at Cramton Bowl Parking Lot. **Cramton Bowl Parking Lot** is approximately three blocks away from SPD training facility. A free trolley runs approximately every 10-15 minutes from Cramton Bowl to the Capitol Complex in the morning 6:30 - 8:30 a.m. and in the afternoon 3:30 - 5:30 p.m. For those employees following the directions from the interstate, from Union Street, take a right on Monroe Street and go three blocks. For those employees following directions from Highway 231, at the intersection of Monroe and Ripley Streets, take a left on Monroe Street and go two blocks.

From I-65 South

Going south on I-65
Take I-85 to Atlanta when reaching Montgomery
Take Exit 1 (Court Street Exit) via the ramp
Stay on Arba Street for .5 miles
Turn left onto Union Street and go .7 miles to SPD

From South Alabama from I-65 North

Going north on I-65
Take I-85 to Atlanta when reaching Montgomery
Take Exit 1 (Court Street Exit) via the ramp
Stay on Arba Street for .5 miles
Turn left onto Union Street
Go .7 miles to SPD

From West Alabama

Take I-85 to Atlanta when reaching Montgomery
Take Exit 1 (Court Street Exit) via the ramp
Stay on Arba Street for .5 miles
Turn left onto Union Street
Go .7 miles to SPD

From East Alabama from Highway 231

Going southeast on Highway 231
Stay on 231 which will turn into Congressman Dickinson Drive for 3.3 miles
Stay on Congressman Dickinson Drive which will turn into Federal Drive for .8 miles

Turn right on Madison Avenue and continue 1.5 miles
Turn left onto North Ripley Street go one block through the traffic light located at the intersection of Monroe and Ripley Streets.
The back of Folsom Administrative Building is on the right.

DEPARTMENT OF REHABILITATION SERVICES

Department of Rehabilitation Services
236 Goodwin Crest Drive
Birmingham, Alabama 35209-3702

DIRECTIONS

South of Birmingham – Heading North
Heading north on I-65
Take the Oxmoor Rd exit – EXIT 256
Turn Left onto Oxmoor Road
Get in the Right Lane
Turn Right onto Vulcan Road, the first Right after the Texaco Service Station
Stay on Vulcan Road, across Valley Avenue
The road becomes Bagby and continues up the hill
At the Dead End turn Left onto Goodwin Crest Drive
We are the Second Building on the Right
End at 236 Goodwin Crest Drive, Homewood, AL

North of Birmingham – Heading South
Heading south on I-65
Take I-65 S toward Birmingham
Take the first Oxmoor Rd Exit # 256
Bear Right
Turn Right onto Vulcan Road, the first Right after the Texaco Service Station
Stay on Vulcan Road, across Valley Avenue
The road becomes Bagby and continues up the hill
At the Dead End turn Left onto Goodwin Crest Drive
We are Second Building on Right
End at 236 Goodwin Crest Drive, Homewood, AL

Training is on 5th floor in Conference Rooms D, E, and F

PARKING

Parking is available at the facility

DEPARTMENT OF TRANSPORTATION

Alabama Department of Transportation-9th Division Mobile
1701 W I-65 Service Road N
Mobile, Alabama 36618

DIRECTIONS FROM MONTGOMERY

Take I-65 South to Exit 8 (Prichard/Citronelle Exit)
Take a right onto Highway 45 towards Citronelle and merge to the left lane so you can turn left at the traffic light to get on the service road
Once on the service road, follow it alongside the Interstate until you pass Jim Owen on your right
Take the driveway before you see the green Alabama Department of Transportation sign
Go between building A and D through the gate
Take a right and then you will see Building N on your left

DIRECTIONS FROM DAPHNE, SPANISH FORT, Etc.

Take I-10 West and merge onto I-65 North towards Montgomery
Take Exit 5B Moffat Road, stay in the right lane
Go under the interstate to get on the service road, merge to the left lane, go through the traffic light by Mike Wards,
Keep going straight on the service road past several businesses then you will pass Nazaree Church
Drive past the green Alabama Department of Transportation sign
Take a left and drive through Building A and D through the gate
Take a right between the two parking lots and you will see Building N on your left.

PARKING

Parking is available at the facility

If you need directions, please call 251-470-8203.

WIREGRASS REHABILITATION CENTER

Wiregrass Rehabilitation Center
Lions Hall
795 Ross Clark Circle
Dothan, Alabama 36303

PARKING

Parking is available at the facility.

We have provided the facility address so you can get directions from your location.

LAKE GUNTERSVILLE STATE PARK

**Lake Guntersville State Park
1155 Lodge Drive
Guntersville, AL 35976**

The State Personnel Department's Training Division is teaming up again with the Department of Conservation to offer training at beautiful Lake Guntersville State Park this summer. Two days of training are slated to begin on Wednesday, July 10, 2011 through Thursday July 11, 2013.

Additionally Lake Guntersville State Park room rates during this time are a great deal for State employees. For individuals who reserve overnight accommodations the state rate of \$50 or 50% off rack rate, whichever is less. The policy states per person, per unit.

To enroll for the classes individuals should contact their Department's training coordinator. The hotel reservations should be made directly with Lake Guntersville State Park. The telephone number for hotel reservations is 256-571-5440.

We have provided the facility address so you can get directions from your location.